

Chief Operating Officer (COO)



Organization: Greater Sandusky Partnership

Location: Sandusky, Ohio

About Greater Sandusky Partnership

The Greater Sandusky Partnership (GSP) is a comprehensive economic development organization committed to cultivating a vibrant regional economy. Through a strategic blend of destination development, business retention and expansion, workforce development, entrepreneurship support and advocacy work, the GSP strives to propel the Greater Sandusky region into a premier destination to live, work and thrive. By fostering an environment conducive to growth and innovation, the GSP works to attract and retain residents, driving population growth and ensuring sustained prosperity for the region.

Position Summary

The Chief Operating Officer (COO) is a key leadership position responsible for overseeing organizational administration, governance, metrics development, and the execution of economic development initiatives. Reporting directly to the CEO, the COO will provide strategic direction and operational oversight to ensure the effective implementation of the organization's mission and goals.

Key Responsibilities

Organizational Administration:

- Develop and implement organizational policies and procedures related to budgeting, finance, human resources, facilities, and IT
- Ensure compliance with relevant laws, regulations, and organizational policies
- Oversee the efficient management of resources to support the organization's mission and objectives

Organizational Governance:

- Collaborate with the CEO and Board of Directors to establish strategic priorities and goals
- Provide support for board meetings, including agenda development and preparation of materials
- Foster effective communication and collaboration between board members, staff, and stakeholders

Organizational Metrics:

- Develop and monitor key performance indicators (KPIs) to track progress in implementing the strategic plan
- Analyze data and metrics to identify trends, opportunities, and areas for improvement
- Present regular reports to the CEO and Board of Directors on organizational performance

Oversight of Economic Development Programs:

- Provide leadership and direction for economic development initiatives, including workforce development, business retention, expansion, and attraction, and entrepreneurship support
- Supervise program directors and staff responsible for implementing economic development programs
- Ensure alignment of programs with organizational goals and objectives

Major Projects and Initiatives:

- Manage major projects and initiatives as assigned by the CEO, including strategic partnerships, community development projects, and special initiatives
- Coordinate cross-functional teams to achieve project goals and deliverables
- Monitor project timelines, budgets, and performance metrics to ensure successful outcomes

Qualifications

- Bachelor's degree in business administration, economics, public administration, or related field; MBA or equivalent preferred
- Proven experience in executive leadership roles, with a track record of driving organizational growth and development
- Strong understanding of economic development principles and best practices.
- Excellent leadership, communication, and interpersonal skills
- Strategic thinker with the ability to translate vision into actionable plans and initiatives
- Experience in project management, budgeting, and financial management
- Commitment to the mission and values of the Greater Sandusky Partnership and the communities it serves

Benefits

- Full-time position with competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, and vision insurance
- Retirement savings plan with employer match
- Paid time off and holidays
- Professional development opportunities

Application Instructions

To apply for the position of Chief Operating Officer, please email a resume and cover letter to Lindsey Hoke at lhoke@greatersandusky.com.

Deadline for Applications

Applications will be reviewed on a rolling basis beginning March 8, 2024, and applications will be accepted until position is filled.

The Greater Sandusky Partnership is an equal opportunity employer and welcomes applicants from diverse backgrounds. We are committed to fostering an inclusive and supportive work environment for all employees.